

LABORER

Public notice is hereby given by the Parma Civil Service Commission of an open competitive exam to establish an Eligible List for the position of Laborer for the City of Parma, Ohio.

FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Civil Service Commission. Your application must be properly filled out and returned by Friday, October 23, 2015 at 4:30 p.m. **There is a \$15.00 non refundable fee when you file your application (payable in cash or money order – no personal checks) said fee shall be waived with proof of financial hardship.**

EXAMINATION

TIME: 5:00 p.m. (in the evening) on Tuesday, October 27, 2015.

PLACE: Cafeteria at Parma Senior High School, 6285 West 54th Street, Parma, Ohio.
Please use rear parking lot located off Longwood Ave. Enter building through doors by bus loop)

TYPE OF

EXAM Multiple choice written exam. There will be questions pertaining to tool identification; mechanical aptitude; driving ability, road signs, etc. Passing point of 70% will be used on the written exam. You must pass the written exam in order to qualify to take the performance portion of the exam. If you DO NOT PASS the written exam, you will receive your grade in the mail. If you DO PASS the written, the top 50 candidates will be notified by letter to report for the performance exam at a later date. The remaining candidates will receive their grade by mail. Additional candidates will be tested on an as need basis. You must pass both the written and performance to be considered for the position of Laborer with the City of Parma.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO EXAMINATION

EXPERIENCE: Knowledge of the care and use of common maintenance tools; must have good physical coordination and manual dexterity. See attached job description for more details.

LICENSE: Must have valid Ohio Driver's License. ATTACH COPY OF LICENSE AT TIME OF FILING application.

CITIZENSHIP: Must be United States citizen or be in the United States legally.

SECURITY: Job offer conditional upon passing Bureau of Criminal Investigation background check.

SALARY: \$23.46 an hour.

VETERANS: Veterans presenting honorable or under honorable conditions discharge papers or certificate of service when filing their application shall receive 20% of their score additional provided they make a passing score on the exam.

By order of the Parma Civil Service Commission

John L. Thomas Jr., Chairman

Timothy Boyko

Daniel Hoffman

An Equal Opportunity Employer

**51657 - Laborer
City of Parma
276 - Service Department**

JOB SUMMARY

A **Laborer** performs heavy manual work as well as a variety of skilled labor tasks in the maintenance and construction of public works. A **Laborer** works under the direct supervision of the Service Director. This position is "Classified" within the Civil Service of the City of Parma.

WORK ACTIVITIES

Laborer Duties

- Performing labor maintenance tasks involving the use of common tools that require no experience or special training*
- Assisting a semi-skilled or skilled tradesperson*
- Moving equipment, scaffolding, furniture, rubbish materials and supplies*
- Preparing athletic fields and tracks*
- Performing custodial and cleaning duties to buildings and grounds*

Operational Duties

- Operating jeeps, trucks, tractors, mowers, snowplows and other types of equipment under 26, 000 lbs.*

Maintenance Duties

- Performing daily preventative maintenance services by daily checking assigned vehicles for gas, oil, batteries, tires and lights*

Other Duties

- Reporting unsafe and adverse conditions found on the job*
- Reporting vehicles needing repair*
- Keeping records of crews activities on a daily work report*
- Using a radio to keep dispatchers notified as to when moving from location to location*
- Performing all other related duties as assigned+

*Denotes Essential Job Functions

+Denotes Essential Job Functions, Scheduling Accommodations Possible

TOOLS AND EQUIPMENT USED

- Air compress with bits
- Asphalt paving crew
- Air hammers (45 - 50 lbs.)
- Chain saws (15 lbs.)
- Hand tampers (15 lbs.)
- Jeeps, mowers, snowplows
- Maintenance tools (hammers, wrenches, etc.)
- Pick-up trucks
- Rakes
- Ramps (60 – 70 lbs.)
- Refuse truck (helper)
- Saws (30 lbs.)
- Shovels (6 - 7 lbs.)
- Slash bars (12 – 14 lbs.)
- Small sized dump trucks
- Tractors
- Vacuum machines

JOB CONTEXT

A **Laborer** works a normal, but not guaranteed 40 hour week, 8 hours a day. This position is full-time and operates 12 months a year. The incumbent performs his/her duties within a varied environment due to the potential for multiple work sites. The **Laborer** works both indoors as well as outdoors in various temperature and weather conditions. The levels of stress of the position can be described as medium to low. The position does require intense physical activities, including heavy manual labor.

JOB QUALIFICATIONS

Upon hire, a **Laborer** must have

- A high school diploma or equivalent
- A valid State of Ohio driver's license
- Knowledge of the care and use of common maintenance tools
- Good physical coordination and manual dexterity

After hire, a **Laborer** must have

- A valid State of Ohio commercial driver's license – Class B
- Familiarity with the geography of the City of Parma

In accord with the Collective Bargaining Agreement between the City of Parma and the Parma Service Workers Local 1 which expired on March 31, 2014, the annual hourly rate for a **Laborer** is \$23.46.

The promotional probationary period is one hundred twenty (120) days from the first workday in the new position in accord with the above referenced Collective Bargaining Agreement. The new hire probationary period is one year.

Applications may be obtained from the City of Parma Human Resources & Purchasing Department at Parma City Hall, 6611 Ridge Road, Parma, Ohio.

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